



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Office of Planning & Development Pupil Personnel Services Career Education Unit 258 State Office Building	Application Number 81-435	Date Received NOV 2, 1981
Application Number		Date Completed NOV 17 1981	
2. Person to Contact Ray Bouchillon		Working Title Consultant	Telephone Number 656-2600
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1977		5. Records Series Title (followed by title used in office, if different) Career Education Incentive Act (P.L. 95-207) Files	
Latest to date			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Career Education Unit Consultant is responsible for providing consultation and technical assistance to local education agencies and Department of Education personnel in career education. Additional responsibilities include monitoring federally funded career education programs. The consultant is also responsible for planning, developing and field testing new materials and innovative procedures and preparing and disseminating reports related to career education.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Administrating the Career Education Incentive Act at the state and local educational levels. Included are: Correspondence related to the program, contracts with individuals and other agencies, budgets, funded project proposals, quarterly and final reports from LEAs, funding data, evaluation data and reports submitted to the Office of Career Education. File is arranged: Alphabetically by category of item.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>3</u> ; Seven to twelve months old <u>2</u> ; Thirteen to twenty-four months old <u>2</u> ; twenty-five months and older <u>2</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>4</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	5 _____ years.
c. Federal law	5 _____ years.	f. Federal retention instructions	5 _____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Files are subject to federal review at any time during the five-year interval following funding.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,
(Federal--Oct. 1-Sept. 30)

☒ Hold in the current files area _____ month(s) _____ year(s); then

☐ Transfer to local holding area; hold _____ year(s); then

☒ Transfer to State Records Center; hold 4 _____ year(s); then

☒ Destroy.

☐ Transfer to State Archives for permanent retention.

☒ Other (Specify) In addition to the above:

Transfer one copy of the Annual Report each year to the Department of Archives and History for permanent retention.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
ECT H. Titus Singletary A. Weisman	10/30/81	Walker Baumgardner	10/30/81
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	11-17-81
		Secretary of State/Designee	11-16-81
		Attorney General/Designee	11-17-81